

PROCEDURE FOR COMMERCIAL CONSTRUCTION PLANS REVIEW

The following guidelines and procedures have been developed to assure the Permits office provides the most efficient and timely service possible to customers.

- Before the Permits office can approve an application for a Codes building permit, the Engineering section of MWS must have completed the ten to fourteen day capacity study process. The customer must have paid the minimum of related fees as stated in the capacity letter to the Permits office. The availability letter establishing the point of connection to the public main will be issued after payment is received.
- After these processes have been completed, three sets of site utility plans (24" x 36" – stamped by an engineer) must be brought to the Permits office. A complete set of plans is not necessary and may not be accepted. The site utility plan must include the following:
 - Location of water and sewer connections and all backflow devices on site
 - Location of existing water and sewer main location and details of proposed connection including service not to be utilized and plans for such to be cut and capped at main
 - Detail sheets on all meters (fire, domestic, irrigation) and backflow installation*
 - Type and size of pipe to be used as well as all valves (property line, gate and OS&Y valves)
 - Fire Marshall approval on all fire protection
 - Name, address and phone number of contact person
 - *If a variance has been granted by Permits office, exact dimensions, locations within building and service line information must be noted on plans and in accordance with variance. Variances are considered on a case by case basis. All requests should be submitted to the Permits office.
- Plans submitted in accordance with MWS specifications may be approved on initial review by Permits staff. Plans requiring resubmittal will be reviewed as soon as received. If water or sewer main extensions are involved, pre-construction meetings must be completed and appropriate construction permits signed prior to approval on building application.

Contact Numbers

- Availability/capacity study – Diane Martindale (615)862-4598 Option 1
- Permits plans review, approval of cross connections – Robin Street or Paul Wray (615)862-7225
- Variance request – Robin Street, Paul Wray, Mary Ellen Jackson (615)862-7225
- Backflow inspection – (615)862-4562